

**Summary of the
Meeting of the NELAC Board of Directors,
including Standing and Administrative Committee Chairs
September 28, 1995**

The National Environmental Laboratory Accreditation Conference (NELAC) Board of Directors convened with the Chairs of the Standing and Administrative committees on September 28, 1995 at 1 pm by teleconference. This Board meeting was led by chair, Dr. Robert Stephens, of the California Environmental Protection Agency. The list of participants is given in Attachment A. The discussion was guided by the prepared agenda, given in Attachment B. The following summarizes the discussion.

I. Issues regarding the Interim NELAC meeting

A. Meeting Scheduling

Scheduling conflicts with the planned meeting on November 28 - 30, 1995 were discussed, as well as the projected length of the meeting. In addition, the meetings of the Society for Quality Assurance (SQA) and the Environmental Laboratory Advisory Board (ELAB), planned for the day preceding NELAC activities, were considered. Following discussion, it was agreed that the Interim Meeting should be rescheduled for the following week for a maximum of three days, pending hotel availability.

B. Meeting Structure

Jeanne Mourrain, NELAC Executive Secretary, outlined the planned structure of the meeting, responding to the time required by the respective committee chairs, as well as the needs to ensure good communications among all parties. Current planning calls for an opening plenary session (½ day) in which brief status reports on ELAB and GLP discussions will be presented along with a summary of each committee's planned activities, followed by concurrent working sessions for the committees, and a closing plenary session (½ day) in which summaries of all working sessions will be presented by the committee chairs. It was decided that committee chairs will be responsible for moderating discussion, and that RTI will provide notetakers for each working session as well as summaries and visuals for the closing plenary session.

C. Promotional Materials

Brochure cover design (included with the meeting Agenda) and NELAC logo were discussed briefly. The cover design was accepted for use. It was suggested that Carol Batterton, Texas Natural Resource Conservation Commission, devise a "competition" for obtaining logo suggestions to be presented at the second annual NELAC meeting. Minor changes to the cover were provided by Mike Volz, California Department of Health, after the teleconference.

II. Laboratory Accreditation Working Group (LAWG) issues

Belinda Collins, of the Nation Institutes of Standards and Technology, and co-sponsor of the Laboratory Accreditation Working Group (LAWG) was introduced. She presented the vision of the LAWG as a focus only on laboratory accreditation (for example, not testing standards or quality system registration), with accreditation procedures used by NELAC and LAWG to be similar. In response to a question, she indicated that LAWG envisions turning to NELAC for all environmental issues, including accreditation. Private sector participation was discussed: this is not yet clearly resolved, however the present arrangements is that “all meetings are open to all” parties. The yet-to-be-developed LAWG structure will be under the control of the Steering Group.

III. Distribution of Constitution and Bylaws

Distribution of the Constitution and Bylaws is currently planned via the OAQPS computer bulletin board, Technology Transfer Network (TTN), to ensure that current materials are readily available, without incurring costs of printing and distribution. However there is justified concern that many stakeholders might be disenfranchised since they do not yet have ready access and familiarity with this means of communication. Al Tholen of NIST has graciously distributed a copy of the Constitution and By Laws to all state and federal officials included in the NELAC database. Based on recommendations from the Board/Chairs, Ms. Mourrain will provide a copy to organizations representing the environmental community. She indicated that the Constitution, Bylaws, and revised/new standards will be made available to all attendees at the Interim Meeting.

IV. Replacement of Members

No response has been received from Ron Cada, Colorado Department of Health (voted at the August 39 meeting to replace Charles Hartwig, Florida Department of Health and Rehabilitative Services, on the Board of Directors); Dr. Cada is currently out of the office. Candidates for a replacement for Mr. Tholen (Board of Directors) were discussed. It was agreed to invite Belinda Collins of NIST and LAWG for this position.

Candidates for a replacement for Tina Fletcher chair, Nominating Committee were discussed. It was agreed that Ms. Mourrain would ask Henry Bradford, Louisiana Department of Health and Hospitals, to serve until the next annual meeting, at which time Dr. Stephens will become the Nominating chair.

V. TTN BBS Trial Usage

The QAQPS Technology Transfer Network (TTN) computer bulletin board is currently running a test version of NELAC. This is available only by direct dial-in to 919/541-7591. In response to the question of satisfaction of the Board to the current status, there was limited response. Some Board members indicated that they were encountering obscure and unwanted options, and erratic results. Ms. Mourrain requested that each Board member experiment with TTN and provide specific comments and suggestions by October 20.

VI. Interactions regarding Radon

As OAR undergoes reorganization, Ramona Trovato, EPA Office of Radon and Indoor Air, raised the issue of which of their activities should be under the purview of NELAC. Currently, NELAC will certify methods and processes, not individuals. After discussion, it was agreed that several of the OAR activities may come under NELAC, but it will be necessary to postpone a final decision until the radon program reorganization is completed.

VII. GLP Committee

No activity has occurred beyond the first teleconference. Ms. Mourrain will contact David Dull, EPA Office of Enforcement and Compliance Assurance, to alert him on the date for the Interim Meeting, and encourage him to schedule additional teleconferences to complete development of initial groundwork prior to the NELAC Interim Meeting in December.

VIII. IAETL Meeting

While it appears that the associated Congressional activity (HR 2154: "Tax Favored Competition") has lost its momentum, it was noted that it could appear as a last minute attachment to various budgetary bills being processed. State members indicated that they will continue their activities to oppose this bill.

IX. Next Meeting

The next meeting of this Board is scheduled for Thursday, October 19, 1995 from 1 pm. to 3 pm EDT.

PARTICIPANTS LIST

NAME	AFFILIATION	PHONE NUMBERS
Carol Batterton	NELAC Board Member TX Natural Resources Conservation Commission	T:512/239-6300 F:512/239-6307
Gary Bennett	NELAC Chair, Liaison Committee US EPA Region IV	T:706/546-3287 F:706/546-3375
Alton Boozer	NELAC Chair, On-Site Assessment Committee SC Department of Health and Environmental Control	T:803/935-7301 F:803/935-7363
Marcia Davies	NELAC Board Member US Army Corps of Engineers	T:402/697-2603 F:402/697-2595
Charles Hartwig	NELAC Chair-Elect NELAC Chair, Program Policy and Structure Committee FL Department of Health and Rehabilitative Services	T:904/791-1550 F:904/791-1567
Ken Jackson	NELAC Board Member NY State Department of Health	T:518/485-5570 F:518/485-5568
Gary King	NELAC Chair, Implementation Committee Advanced Sciences, Inc.	T:505/823-6807 F:505/823-6827
Silkie Labie	NELAC Chair, Quality Assurance Committee FL Department of Environmental Protection	T:904/488-2796 F:904/922-4614
Jeanne Mourrain	NELAC Executive Secretary US EPA ORD/NERL	T:919/541-1120 F:919/541-7953
Eric Rau	NELAC Board Member NJ Department of Environmental Protection and Energy	T:609/530-4119 F:609/530-5387
Anne Rhyne for Gary McKee	NELAC Chair, Proficiency Testing Committee US EPA ORD/NERL	T:513/569-7301 F:513/569-7424
Bob Stephens	NELAC Chair CA EPA	T:510/540-3003 F:510/540-2305
Gene Tatsch	NELAC Support Contractor Research Triangle Institute	T:919/541-6930 F:919/541-7215
Ramona Trovato	NELAC Director US EPA Office of Radiation and Indoor Air	T:202/233-9230 F:202/233-9651
Mike Volz	NELAC Chair, Membership Committee CA Department of Health Services	T:510/540-2408 F:510/540-3075
Russ Wright	NELAC Board Member US EPA Region IV ESD	T:706/546-3136 F:706/546-3343

BOARD OF DIRECTORS MEETING
NOTES FROM TELECONFERENCE
April 24, 1995

Attendees: Bob Stephens, Charles Hartwig, Marge Prevost (representing Ken Jackson), Carol Batterton, Marcia Davies, Eric Rau and Jeanne Mourrain
Not available: Russ Wright, Al Tholen, Ramona Trovato

Bob informed the Board that letters are to go out this week to appoint the non-voting members to the various Standing and Administrative Committees. To date, only three chairs have submitted names: Policy and Structure, Quality Systems, and Education and Outreach. In addition, each chair has been requested to submit a "workplan" outlining the issues in their committee and what can be expected to be accomplished in the Interim Meeting in September.

Bob spoke with Mike Conlon, who indicated that ASTPHLD might be interested in putting on the NELAC meeting. An extended discussion ensued on the merits of administrative support either from EPA or a 501(c)3 organization. The Board recommended EPA funding as the preferred alternative for the time being. Concerns were expressed on which avenue, EPA or a 501(c)3 organization, would give the Board greater control over the process itself. Although there were different perspectives, it was agreed that an outside organization could create an identity crisis, with NELAC being more closely identified with the organizer than the states and EPA. If further discussions are needed on the use of a non-profit organization to administer NELAC, Jeanne will invite EPA lawyers to the Board of Directors teleconference to answer questions on the potential effect on EPA's current level of involvement. In regards to registration fees the Board agreed that a \$100 registration fee would not be a significant barrier to state participation. Bob requested that the Board list all tasks that should be included in a statement of work, which would be administered under a contract, grant, or other funding mechanism. Mike Carter will be contacted regarding the detailed requirements for an SOW.

Jeanne reported that Bob Huggett, ORD AA, will be briefed on May 3, 1995. The main purpose of the briefing will be to update Huggett on the results of the briefing and to request resources, both personnel and contract funding. If resources are not available, EMMC participants will be solicited to provide the needed funding. In a recent conversation with Huggett, Jeanne reported that he was very interested in NELAC and believed it was an important program. Jeanne will contact the Board to report Huggett's response to the briefing.

Jeanne has been participating in teleconferences by Ramona's staff on the current directions of the radon program. Ramona has directed her staff to work closely with NELAC to assure that there are no conflicts and that the radon program fits under the NELAC umbrella. Jeanne pointed out that one aspect of the program - certification of devices - is being privatized. Any steps in this direction need to be carefully evaluated in light of the issue of third party accreditors in general. Once information is provided by the radon program Jeanne will distribute it to the appropriate committees.

ASTPHLD forwarded comments from Don Caldwell of West Virginia. Charles offered to

contact him to discuss his position.

Jeanne prepared a letterhead for NELAC that Bob is modifying. Carol offered staff support for developing a logo. A revised version will be available within one week for review and comment by the Board. The Board agreed that NELAC letterhead would help establish the identity of NELAC and eliminate the appearance of dominance by any particular state or federal agency. The logo would be presented to NELAC for a vote in the next annual meeting.

Letters to the governors were prepared by Charles and Eric. These letters either requested official representatives from those states which have no official designee or thanked those governors who have already appointed a representative. One sentence was modified during the teleconference. Any editorial comments should be sent within the next week. Jeanne requested that any member of the State/EPA Focus Group who would like to personalize a letter, such as the one provided by Eric, should provide the information by May 5.

Bob proposed that a response from NELAC be prepared to a letter from AIHA to the Administrator. Carol offered to prepare a response with the "volunteered" assistance of Ken.

Jeanne reported that the Environmental Laboratory Advisory Board (ELAB) charter has been modified. ELAB will now advise NELAC, not the State/EPA Focus Group. One other modification was made which would allow a subcommittee to be formed which could provide a more powerful voice and replace the NELAC Contributors Committee. The document is currently in a queue for action by the Administrator.

The NELAC GLP *Ad Hoc* Committee will meet by teleconference on May 3. Members represent the National Alliance of Independent Crop Consultants, American Crop Protection Association, Society for Quality Assurance, ACIL, American Association of Pesticide Control Officials, the states, and EPA. The agenda will cover the history of national environmental laboratory accreditation beginning with the private sector's request to establish a national program. The GLP labs will present their issues and a discussion period will follow. Time permitting Bob will compare the ISO Guides with the GLP regulations; otherwise a subsequent meeting will address specific issues.

Charles requested that Jim Pearson be tied into the various committee meetings. Jim serves as chair of the special Standards Committee, which is tasked to determine overlap and discrepancies among the various Standing Committees. Bob agreed to contact Jim.

Eric mentioned that IAETL is collecting information to list all state environmental laboratory accreditation programs. The Board concurred that it is important to participate in their survey.

The replacement Board member for Charles has not yet been selected. Nominations are due by the end of the week.

SUMMARY OF ACTION ITEMS

Committee appointments: Bob will appoint non-voting members to the Standing and Administrative Committees by April 28.

Conference management: Board members are to prepare a list of all tasks to be included in a statement of work by May 8. Bob will contact Mike Carter regarding the detailed requirements for an SOW.

Governor's letters: Editorial comments and personalized information for State/EPA Focus Group members are due May 5.

Huggett briefing: Jeanne will report to the Board on the outcome.

NELAC Letterhead: Bob will provide a revised version by May 1 for review and comment by the Board.

AIHA letter: Carol and Ken will prepare a response to be submitted under Bob's signature.

Board of Directors replacement: Nominations are due by April 28.

Standards Committee: Bob will contact Jim Pearson to establish a mechanism for interaction with all committees.

Radon: Jeanne will distribute information to the Standing Committees as soon as it is provided.

WV objections: Charles will contact Don Caldwell.

Summary of the
May 10, 1995
Meeting of the
NELAC Board of Directors

Following is a list of conclusions and action items resulting from the May 10, 1995 telephone conference call of the NELAC Board of Directors. Participating were:

Dr. Charles Hartwig
Dr. Bob Stephens
Ms. Ramona Trovato
Ms. Carol Batterton
Dr. Ken Jackson
Mr. Al Tholen
Ms. Jeanne Mourrain

Board members Davis, Wright, and Rau were not in attendance.

I. Briefing for EPA Assistant Administrator for Research and Development

- A. Ms. Mourrain suggested that the NELAC 1995 interim meeting be delayed 1-2 months (to October or November) to await a clear statement of support for NELAC from EPA.
- B. Dr. Stephens will prepare a letter to EPA Deputy Administrator Fred Hansen requesting an opportunity to meet with him to discuss the states' perspective on the need for a national environmental laboratory accreditation program.
- C. Dr. Stephens will also follow up with the Deputy Administrator's office to schedule the meeting and will contact all state representatives on the Board to determine who will participate in the meeting. He will invite Gary King of New Mexico to attend.
- D. Ms. Batterton will discuss the issue with the new Commissioner of the Texas Natural Resources Conservation Commission to determine whether he is willing to participate.
- E. Ms. Mourrain will prepare a report addressing options for the NELAP Federal government organization to be presented to the EMMC Policy Council in July.

II. NOAA National/International Laboratory Accreditation Initiative

- A. Dr. Stephens will contact Ms. Linda Christenson of the International Association of Environmental Testing Laboratories (IAETL) to discuss approaches for coordination/communication between NELAC and the NAFTA Council on Environmental Coordination.

III. FACA Charter for the Environmental Laboratory Advisory Board (ELAB)

- A. Ms. Trovato will contact OMB representatives to discuss their concerns regarding the proposed charter.

IV. NELAC Electronic Bulletin Board

- A. Dr. Stephens and Dr. Jackson will participate in a telephone conference with representatives from the American Council of Independent Laboratories (ACIL) and the American Association for Laboratory Accreditation (A2LA) concerning their joint proposal to sponsor a NELAC electronic bulletin board.
- B. Ms. Mourrain will continue discussions with EPA representatives concerning establishment of a NELAC bulletin board through EPA.
- C. Ms. Mourrain will obtain an opinion from Hale Hawberker of EPA's Office of General Council concerning any issues related to sponsorship of the bulletin board by non-governmental organizations.

V. Laboratory Accreditation Work Group (LAWG)

- A. The Board Members in attendance agreed that NELAC should send the message to NIST, ANSI, and ACIL that participation in LAWG by as many state representatives as possible is imperative.

VI. Next Board Meeting

- A. Ms. Mourrain will schedule the next meeting of the Board of Directors and notify all members of the date and time.

At the conclusion of the meeting, Ms. Mourrain announced that Mr. Tholen will retire from government service in September of this year.

Summary of the
June 14, 1995
Meeting of the
NELAC Board of Directors

Following is a list of conclusions and action items resulting from the June 14, 1995 telephone conference call of the NELAC Board of Directors. Participating members were:

Dr. Bob Stephens
Dr. Charles Hartwig
Ms. Ramona Trovato
Ms. Jeanne Mourrain
Ms. Carol Batterton
Mr. Matt Caruso for Dr. Ken Jackson
Dr. Marcia Davies
Dr. Eric Rau
Mr. Al Tholen

Board member Wright was not in attendance. Also in attendance were Mr. Dan Bivens, Mr. Tom Curran, and Mr. Phil Dickerson from the Office of Air Quality Planning and Standards (OAQPS) and Mr. David Friedman from the Office of Research and Development (ORD).

I. Internet Communication

- A. The Board has received two technically similar proposals to establish a NELAC home page on the Internet. One proposal was submitted as a joint venture with the American Council of Independent Laboratories (ACIL) and the American Association for Laboratory Accreditation (A2LA). The other was submitted by Advanced Systems, Inc.
- B. Establishing a NELAC bulletin board and home page on the OAQPS bulletin board/Internet system would require that NELAC provide \$30,000 to support system maintenance.
- C. The California EPA has expressed an interest in assisting NELAC by establishing and maintaining a home page on its existing Internet server for the short term. Dr. Stephens will investigate the commitment of the California EPA and the feasibility of pursuing this option.
- D. The Board determined that the best option will be to establish a home page using an existing EPA system. If this is impossible, the next favorable option is to have the California EPA establish the home page until federal funds are available.

II. Status of the FACA and Funding

- A. Ms. Trovato and Ms. Mourrain are compiling a list of proposed members to the Environmental Laboratory Advisory Board (ELAB), the FACA-chartered committee. Once the list is completed, the names will be submitted to EPA senior management for approval. Ms. Trovato asked for suggestions for representatives from academia and local governments.
- B. Dr. Stephens will investigate the possibility of having a representative from one of the California associations of counties represent local government interests on ELAB.

- C. Dr. Stephens will also identify a candidate for ELAB from the Navajo Nation.
- D. Ms. Mourrain will contact an A2LA representative to determine interest in serving on ELAB.
- E. Ms. Trovato anticipates that funding will be in place for ELAB by September so that a meeting of ELAB can be held prior to the NELAC Interim Meeting.
- F. Since the membership of ELAB has not been fully established, the Contributor's Committee will not be deleted from the NELAC Constitution. The contributors may choose to abolish the committee in the future, as they will likely determine that the FACA-chartered ELAB is a more suitable forum for input to NELAC from the private sector.

III. NELAC Funding

- A. EPA budget hearings have been completed; however, decisions were delayed until Fall, preventing ORD from making a firm commitment to support NELAP. Therefore, the EMMC Steering Committee will have to decide the most appropriate organizational placement for NELAC, whether ORD, OECA, OROSLR, or NIST.
- B. Ms. Mourrain informed the Board that she will not schedule the NELAC Interim Meeting until EPA funding for NELAP is established. This will necessitate delaying the meeting until late October or November.

IV. NELAC Letterhead

- A. The Board agreed that Members' names should be listed on the letterhead. Since the letterhead will be generated and distributed electronically, there will be no printing costs to change the letterhead as new board members are elected.

V. Operation of NELAC by 501(c)3 (Non-Profit Organization)

- A. According to EPA Ethics Officer, Don Nankes, an outside party cannot be allowed to augment NELAC funding because the conference is producing a product to be used in a regulatory context. The private sector may not contribute funding to activities related to the production of Federal regulations.
- B. For the same reason, membership fees for NELAC may not be collected.

VI. Identification of Issues for Interim Meeting

- A. Dr. Stephens sent a letter to all committee chairs requesting a workplan and issues for the Interim Meeting. He has received little response.
- B. Ms. Mourrain will notify all committee chairs of a teleconference with the Board to be held June 23, 1995. Agenda topics will include Interim Meeting issues, private sector participation on committees, and report of committee activities. A second teleconference of the Board and all committee chairs will be scheduled during August, for purposes of preparing for the Interim Meeting.

VII. Definition of Federal Agencies

- A. Dr. Hartwig asked the Board to provide advice to the Program Policy and Structure Committee regarding identification of other Federal organizations to be represented on NELAC. Originally Federal agencies included in the NELAC House of Delegates was identified at the cabinet level. At its last meeting, the Committee concluded that a more specific identification of other Federal agencies is necessary.
- B. Dr. Davies will identify Department of Defense programs and Ms. Mourrain will identify programs within other agencies. These programs will be referenced in the NELAC Constitution as being eligible to designate a representative to the House of Delegates.

**Summary of the June 23, 1995
Meeting of the NELAC Board of Directors
with Standing and Administrative Committee Chairs**

The National Environmental Laboratory Accreditation Conference (NELAC) Board of Directors convened with the Standing and Administrative Committee Chairs via conference call on June 23, 1995. The meeting was led by NELAC Chair, Dr. Robert Stephens, of California Environmental Protection Agency. A list of participants is included as Attachment A. Following is a summary of the items discussed.

I. Funding

- A. Jeanne Mourrain, NELAC Executive Secretary, and Ramona Trovato, NELAP Director, met with Robert Huggett, the Assistant Administrator of EPA ORD, to discuss funding for NELAC. Dr. Huggett agreed to consider the possibility of funding NELAC out of ORD but stated that no decision could be made until the budget for FY 1996 has been established.
- B. Ms. Trovato and Ms. Mourrain will meet with the Steering Committee for the Environmental Monitoring Management Council (EMMC) to request an initial operating budget of \$220,000 and 3-5 FTEs. Several options will be presented for the placement of NELAP within EPA and elsewhere in the Federal Government.

II. Federal Advisory Committee Act (FACA) Status

- A. The FACA charter for the Environmental Laboratory Advisory Board (ELAB) has been approved. Ms. Trovato and Ms. Mourrain are compiling a list of nominees to be submitted to ORD, OROSLR and the Deputy Administrator for approval. In future years, the NELAC General members will develop the list of nominees.
- B. Ms. Trovato is currently reviewing a notice to be placed in the Federal Register announcing the establishment of ELAB.
- C. Funding for ELAB has not been determined yet, but ELAB should be able to convene at least once prior to the Interim Meeting.

III. Interim Meeting

- A. Since the location of NELAP has not been established and no funding has been allocated, the Interim Meeting is postponed until November.

IV. NELAC Bulletin Board

- A. Dr. Stephens reported that the development of a bulletin board is progressing and should be operational soon. Once operational, the bulletin board may be used by committees to post meeting dates, minutes, etc. and it will provide a mechanism for communication.

V. Committee Reports

- A. The Program Policy and Structure Committee Report was given by Committee Member Ken Jackson, of the New York State Department of Health.
 - 1. The Committee is continuing to review the NELAC Constitution and Bylaws to clarify the language. This review should be completed at the next meeting.
 - 2. Four General members have been added to the Committee, but one vacancy remains.
 - 3. The Committee is also compiling structural and regulatory issues to be discussed at the Interim Meeting.
- B. The On-Site Assessment Committee Report was given by Committee Member Gary Bennett, of U.S. EPA Region IV.
 - 1. The Committee held one teleconference in April.
 - 2. The following issues have been identified: frequency of assessments, training of auditors, and the necessity of data audits.
 - 3. Five general Members have been appointed.
- C. The Accreditation Process Committee report was given by the Committee Chair, Paul Schuda, of U.S. EPA.
 - 1. The Committee has separated comments into major and minor issues. Most of the oral comments and minor issues have been incorporated into the draft standards. Once a consensus is reached on major issues, the revisions will be incorporated and presented.
 - 2. Four General members have been appointed, one vacancy remains.
- D. The Education and Outreach Committee Report was given by the Committee Chair, Carol Batterton, of the Texas Natural Resources Conservation Commission.
 - 1. The Committee is working on two projects.
 - a. They are evaluating options for a NELAC newsletter.
 - b. The Cost Value Added Subcommittee is gathering data regarding the costs of running the program and costs to laboratories to participate in the program. Ms. Mourrain will provide relevant data collected for the Committee on National Accreditation of Environmental Laboratories.
 - 2. Five General members have been appointed.
- E. The Accrediting Authority Committee Report was given by the Committee Chair, Joe Aiello, of the New Jersey Department of Environmental Protection.

1. The Committee will have revised draft standards to be presented and discussed at the Interim Meeting.
 2. Four General members have been appointed, one vacancy remains.
- F. The Implementation Committee Report was given by the Committee Chair, Gary King, of the New Mexico State Legislature.
1. The Committee requests that its name be changed from the Regulatory Committee to the Implementation Committee to more accurately reflect its goals and purpose.
 2. A few states have sent enabling language to Dr. King. Committee members and Board members are asked to notify Dr. King, if they have suggestions for state contacts or are notified of potential problems in implementing the program.
 3. Dr. King will ensure that information is provided for the July meeting of the National Conference of State Legislators.
 4. The Committee's goal for the Interim Meeting is to provide model language for states to use in implementing the program.
- G. The Quality Systems Committee Report was given by the Committee Chair, Silky Labie, of the Florida Department of Environmental Protection.
1. The Committee conducts monthly conference calls and has established four subcommittees: Radiochemistry, Effluent Toxicity, Air and Computers. A two-day meeting is scheduled to be held as a public forum in Annapolis in August.
 2. The Committee has addressed 50 percent of the comments received and will have revised draft standards partially completed for presentation and discussion at the Interim Meeting. The Committee is making the language consistent with ISO Guide 125.
 3. The Committee is identifying issues for discussion at the Interim Meeting. One issue has arisen regarding the incorporation of certification for individuals into the program.
 4. Five General members have been appointed to the Committee.
- H. The Proficiency Testing Committee Report was given by Committee Member Matt Caruso, of the New York State Department of Health.
1. The Committee is planning to have a conference, but has not held a meeting since the February Conference. He suggested that the Committee participate in the Quality Assurance Committee's August meeting.
 2. Five General members have been appointed to the Committee.
- I. The Membership Committee Report was given by the Committee Chair, Mike Volz, of the California Department of Health Services.

1. Dr. Volz reported that he had received input from the states regarding the need for specific criteria for data audits. He will provide this information to Alton Boozer, the Chair of the On-site Audit Committee.
 2. Two General members have been appointed to the Committee.
- J. The Liaison Committee Report was given by the Committee Chair, Gary Bennett, of U.S. EPA Region IV.
1. Mr. Bennett has requested that this Committee be combined with the Education and Outreach Committee. The Program Policy and Structure Committee will address this issue and make a recommendation to the Board.
- K. Dr. Stephens announced that Bettina Fletcher, the current Committee Chair of the Nominating Committee, was resigning from the Committee and requested suggestions for a replacement.
- L. Reports were not given for the Management Committee and the Nominating Committee.
- M. Each Committee Chair will provide a progress report to Ms. Mourrain who will distribute them to the Board of Directors and Committee Chairs.

VI. General Members

- A. Letters were sent to all those nominated as General member participants on the Standing and Administrative Committees and copies of the letters were provided to the NELAC Board of Directors. Dr. Stephens will provide copies to all of the Committee Chairs.
- B. Committee Chairs should provide a completed list of General members to Ms. Mourrain, including nominations for any vacancies to be filled.

VII. Goals for the Next Meeting

- A. Committee Chairs should have issues outlined for the Interim Meeting.
- B. Ms. Mourrain will notify participants of the details of the next meeting when they are completed.

Attachment A
Meeting of the NELAC Board of Directors
with Standing and Administrative Committee Chairs
June 23, 1995

PARTICIPANTS LIST

<u>NAME</u>	<u>AFFILIATION</u>	<u>PHONE NUMBERS</u>
Bob Stephens	NELAC Chair California EPA	510/540-3003 (Office) 510/540-2305 (Fax)
Jeanne Mourrain	NELAC Executive Secretary EPA	919/541-1120 (Office) 919/541-7953 (Fax)
Carol Batterton	NELAC Board Member Texas Natural Resources Conservation Commission	512/239-6300 (Office) 512/239-6307 (Fax)
Marcia Davies	NELAC Board Member U.S. Army Corps of Engineers	402/697-2603 (Office) 402/697-2595 (Fax)
Kenneth Jackson	NELAC Board Member NELAC Program Policy and Structure Committee Member New York State Department of Health	518/485-5570 (Office) 518/485-5568 (Fax)
Eric Rau	NELAC Board Member New Jersey Department of Environmental Protection and Energy	609/530-4119 (Office) 609/530-5387 (Fax)
Joseph Aiello	NELAC Accrediting Authorities Committee Chair New Jersey Department of Environmental Protection and Energy	609/633-3849 (Office) 609/777-1774 (Fax)
Gary Bennett	NELAC Liaison Committee Chair EPA Region 4	706/546-3287 (Office) 706/546-3375 (Fax)
Matt Caruso	NELAC Proficiency Testing Committee Member New York State Department of Health	518/485-5570 (Office) 518/485-5568 (Fax)
Gary King	NELAC Implementation Committee Chair State of New Mexico Representing ALA	505/823-6807 (Office) 505/823-6827 (Fax)
Silkie Labie	NELAC Quality Assurance Committee Chair Florida Department of Environmental Protection	904/488-2796 (Office) 904/922-4614 (Fax)
Jack Pfaff	EPA EMSL	513/569-7397 (Office) 513/569-7115 (Fax)
Paul Schuda	NELAC Accreditation Process Chair NELAC OPPTS Representative EPA	703/305-7102 (Office) 703/305-6244 (Fax)

Mike Volz	NELAC Membership Committee Chair California Department of Health Services	510/540-2408 (Office) 510/540-3075 (Fax)
Ray Wesselman	EPA EMSL	513/569-7194 (Office) 513/569-7115 (Fax)
Jan Jablonski	DynCorp	703/519-1318 (Office) 703/548-4766 (Fax)
Rhonda Holder	DynCorp	703/519-1447 (Office) 703/548-4766 (Fax)